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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

November 21, 2014

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2015-20

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: New Wage Type for State Combined Charitable Campaign (SCCC) Deductions

The 2014 annual SCCC ran September 15, 2014 through October 31, 2014 with payroll deductions beginning in January 2015. SCCC coordinators will forward payroll deduction forms collected during the campaign to HR/Payroll offices for entry into the LaGov HCM system.

Wage type 5620 "SCCC / LAUW Charity Contr" has been established for use on Infotype 14 in LaGov HCM for these entries. Previously, balance wage types were available for use with United Way deductions. The balance wage types will no longer be available for use with the SCCC payroll deductions. Deductions should be set up with a begin date of December 22, 2014 (first pay period of 2015) and an end date of December 20, 2015. These deductions are withheld post-tax.

All SCCC deductions will be entered using the above wage type regardless of the employee's charity selection. All SCCC deductions will be sent to the Louisiana Association of United Ways (LAUW) as the Principal Combined Fundraising Organization (PCFO) on a quarterly basis by the Office of State Uniform Payroll (OSUP). LAUW will then distribute the funds received to the individual charities based on the calculation of total pledged amounts.

All deductions for 2014 United Way charitable donations will be automatically ended in the LaGov HCM system as of December 21, 2014. These wage types will no longer be available for entry.

If there are any questions on this information, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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